



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date April 24, 1973		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 2 1973 73527 OCT 12 1973	
2. Agency Application No. 122		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Markets & Commodity Promotion Division - Commodities 19 Hunter St., S. W. Atlanta, Georgia 30334		4. Person to Contact Jimmy C. Bridges J.C.B. 5. Working Title 6. Tel. No. Director 656-3679	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input checked="" type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 to date		9. Exact Series Title GEORGIA COMMODITY COMMISSIONS FILES			
10. What is the function of the office in which this record series is created? The Markets and Commodity Promotion Division provides services to improve marketing of agriculture products, to find new outlets and uses for products, and to help promote Georgia products both nationally and internationally. It regulates the warehouse storage facilities for agriculture products and inspects products for quality and quantity. NOTE: <u>THIS STANDARD APPLIES TO EACH COMMODITY COMMISSION.</u>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the three (3) year operation of the commodity commission (soybeans, cotton, apples, tobacco, peaches, sweet potatoes, eggs, peanuts, and milk) for research, education, and promotion of the affected agricultural products. DOCUMENTS ARE: Minutes of meetings Contracts initiated by the commission Marketing Order stipulating product affected and scope of order Correspondence related to commission File is arranged alphabetically by content ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept see below years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Georgia Agricultural Commodities Promotion Act 1969, Commissions established for a 3 year period.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER See below, then:

Cut off upon termination of a Commodity Commission's 3 year period of existence. Establish new folders as new commissions are established. Transfer active contracts folders to new commission file. Then hold remainder of files until end of fiscal year or one year, whichever is longer. Then remove delinquent accounts folder from files and destroy, then retire remainder of file to State Archives. *until State Audit is completed*

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	7/30/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Lynn</i>	10-11-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Boyd W. Fortson</i>	
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hall</i>	10-11-73

STATE RECORDS
COMMITTEE